

# FIRE CHIEF

DEPARTMENT OF THE NAVY - AGENCY WIDE

Commander, Navy Installations

## Summary

You will serve as a Fire Chief (Regional Program Director and Regional Fire Chief) of Commander Navy Region Europe African Central in Naples, Italy.

## Overview

Accepting applications

### Open & closing dates

08/22/2022 to 09/02/2022

### Salary

\$95,973 - \$124,764 per year

Locality pay is not authorized overseas.

### Pay scale & grade

GS 14

### Location

1 vacancy in the following location:

**Capodichino, Italy**

1 vacancy

### Remote job

No

### Telework eligible

Yes—as determined by the agency policy.

### Travel Required

50% or less - You may be expected to travel for this position. Travel is dependent upon position description and availability of funding.

### Relocation expenses reimbursed

Yes— Relocation expenses (i.e. PCS) for candidates outside of the commuting area are authorized in accordance with applicable travel regulations and Department of Navy policy.

**Appointment type**

Permanent -

**Work schedule**

Full-time -

**Service**

Competitive

**Promotion potential**

None

**Job family (Series)**

[0081 Fire Protection and Prevention](#)  
[\(/Search/Results?j=0081\)](#)

**Supervisory status**

Yes

**Drug test**

No

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**Announcement number**

ST-11616150-22-JCL

**Control number**

672562100

## This job is open to

**[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**[Family of overseas employees](#)**

Family members of a federal employee or uniformed service member who is or was, working overseas.

**[Internal to an agency](#)**

Current federal employees of this agency.

**[Land & base management](#)**

Certain current or former term or temporary federal employees of a land or base management agency.



### **Military spouses**



### **Special authorities**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



### **Veterans**

## **Clarification from the agency**

Current permanent employees of DoD, Current or former Interchange Agreement employees, VEOA eligibles, and 30% disabled veterans.

## **Duties**

- You will review fire department manpower documents for accuracy in proper BIN placement.
- You will compile and prepare reports for cyclic and special manpower reports for higher headquarters and local use.
- You will develop executive level correspondence and provide briefings to senior Host Nation, NATO, DoD, military and civilian audiences.
- You will manage regional and Navy level Fire and Emergency Services Awards Program.
- You will represent the organization for all Fire and Emergency Services issues and concerns and participates in all U.S. and Foreign National Collective Bargaining Agreements within the Region.
- You will support a fully functional Regional Operation Center in support of Region-wide emergencies/events.

## **Requirements**

### **Conditions of Employment**

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit [e-verify.gov](https://e-verify.gov)
- Generally, current federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. Time-in-grade requirements must be met by the closing date of this announcement.
- Applicants must meet the Department of Defense (DoD) certification requirements:  
[www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/605506m.pdf](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/605506m.pdf)

- Supervisors in the executive branch have a heightened personal responsibility for advancing government ethics. You will be required to review the 14 General Principles of Ethical Conduct at 5 CFR 2635.101.
- You will be required to successfully complete a pre-appointment physical examination.
- This is an overseas position. You will be subject to and must be able to satisfy the overseas requirements of the 26Jul12 DODI 1400.25 V1230:  
<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025v1230.pdf>
- This position may require travel to places within and outside the contiguous United States which could include remote or isolated sites. You may be required to travel on military and commercial aircraft for extended periods of time.
- If eligible for permanent change of station, the appointee will be required to sign a transportation agreement to establish a Government time in service requirement of 12 months.
- Must be able to obtain and maintain a U.S. Passport.
- May be required to obtain a VISA dependent on the overseas country's laws/regulations.
- You will be required to sign the Statement of Understanding for Overseas Employment acknowledging receipt and understanding of the statement of living and working conditions for this location.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service.
- Per the preliminary nationwide injunction on E.O. 14043, COVID-19 vaccinations will not be implemented or enforced. For more information on vaccine status and workplace safety protocol requirements see Additional Information below.
- This position is considered Key/Emergency-Essential. You will be required to provide immediate and continuing support to ensure the success of combat operations or the availability of combat-essential systems.
- This position requires the incumbent to possess the following DoD. IFSAC, or ProBoard certifications for the GS-14: Fire Chief: Fire Officer IV, Fire Instructor II, Fire Inspector II, HAZMAT Incident Commander, Airport Firefighter.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.

## Qualifications

Your resume must demonstrate at least one year of specialized experience at or equivalent to the (GS-13) or pay band in the federal service or equivalent experience in the private or public sector 1.) Applying operation center functions to support multiple installations during large scale emergencies or events; 2.) Determining manpower costs to project annual budgets and long term planning; and 3.) Making recommendations on projects to resolve complex issues.

Additional qualification information can be found from the following Office of Personnel Management website:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/fire-protection-and-prevention-series-0081/>  
(<http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>)

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

#### Additional Information:

If you are a dual citizen, please identify the countries of citizenship. The NATO Status of Forces Agreement prohibits employment in the U.S. Civilian Component in a host nation of any person who holds dual citizenship of the U.S. and the host nation. For example: A person who holds both Italian and U.S. citizenship may not be employed in the U.S. Civilian Component in Italy; however, that person is not prohibited by the NATO Status of Forces Agreement from employment in the U.S. civilian Component in another NATO host nation of which (s)he does not hold citizenship.

Pay Retention will be extended to eligible Department of Defense employee who applies through a formal recruitment program and is selected for a position at an overseas location.

## Additional information

A relocation incentive is generally a single payment intended to offset some of the relocation costs experienced by the selectee. A relocation incentive may be authorized.

This position is eligible for part time, substantial or ad-hoc telework at the discretion of management.

**COVID VACCINATION INFORMATION:** To comply with the recent preliminary nationwide injunction on Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, the Department of the Navy is not taking any action to implement or enforce the COVID-19 vaccination requirement. New hires will need to provide their vaccination status as well as comply with workplace safety protocols related to masking, physical distancing, testing, travel, and quarantine.

This position is covered by the Department of Defense Priority Placement Program.

Additional vacancies may be filled by this announcement.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

If you are unable to apply online and request information about the Alternate Application process, please contact the Department of Navy's Employment Information Center.

Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

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Tour of duty will be 36 months.

To learn more about the living and working conditions at this military installation and additional Foreign Overseas information, please go to: <https://www.secnnav.navy.mil/donhr/Overseas/Pages/default.aspx>  
(<https://www.secnnav.navy.mil/donhr/Overseas/Pages/default.aspx>)

Priority consideration will be given to military spouse preference and family member preference eligible residing in the commute area of the duty location for this position. Commute area is defined as the geographic area surrounding the duty location in which people can reasonably be expected to travel back and forth daily.

Military Spouses and Family Members may apply 30 days before their anticipated arrival date. However, they will not receive preference until arrival at the foreign location. Additional documentation may be required prior to granting preference.

Military spouses and family members who are appointed may not extend longer than 2 months following the transfer of the sponsor from the commuting area of the foreign duty station; 2 months beyond the separation of the appointee's sponsor; or any time beyond the time employee ceases to be a family member.

**ICTAP Applicants:** To be considered well-qualified and exercise selection priority as an ICTAP candidate, displaced Federal employees must satisfy all qualification requirements for the position and receive a rating in the highly qualified category (score 85) or higher. ICTAP candidates must provide copies of all of the following documentation at the time of application: 1) agency notice; 2) most recent performance appraisal; and 3) most recent SF-50 or notification of personnel action that includes position, grade level, and duty location. Applicants who do not provide this documentation will not receive consideration as an ICTAP candidate. For more information about ICTAP eligibility please review the following link: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/>  
(<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/>)

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](https://www.usajobs.gov/Help/working-in-government/benefits/)  
(<https://www.usajobs.gov/Help/working-in-government/benefits/>)

[Review our benefits](http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx)

(<http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume is the

key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the Occupational Questionnaire, along with your supporting documentation to determine your ability to demonstrate the following competencies:

- *ACCOUNTABILITY*
- *DEVELOPING OTHERS*
- *MANAGING HUMAN RESOURCES*
- *ORAL COMMUNICATION*
- *RISK MANAGEMENT*
- *WRITTEN COMMUNICATION*

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualifications, and time-in-grade requirements must be met by the closing date of this announcement.

## Required Documents

**You are required to provide documentation that supports the eligibility and qualification claims made in your resume and assessment questionnaire.** You must submit the applicable documents listed here and those listed with the eligibilities you select in the announcement questionnaire with your application package. Applicants who do not provide supporting documentation that fully support their claims will not be referred to the hiring manager. Cover letter is optional.

**A complete resume is required.** Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.

**Are you applying for a promotion?** If you are a current GS employee applying for a higher grade than the grade that you currently hold you must provide an SF-50 that shows that you have held the next lower grade for at least one year.

Some SF-50s effective within the last 52 weeks will not demonstrate you have held the next lower grade for at least one year (e.g. General Adjustment SF-50 from this year). In many cases, we need to see two (2) SF-50s to determine time-in-grade and eligibility for promotion. If you are a DoD employee, you can obtain a copy of your SF- 50(s) from [MyBiz](https://compo.dcpds.cpms.osd.mil/) (<https://compo.dcpds.cpms.osd.mil/>)

**Are you claiming membership in any professional organizations, or possession of a license, certificate or credentials?** Check the **Conditions of Employment** section above to see if any are required. If you claim membership, license, certification, or credentials, you must submit a copy of said document in your application package.

**Are you using education as a substitute for some or all of the experience requirement? Is there a basic education requirement for this position?** Check the **Education** section above to see what is allowed and what is required. Any claims you make in your resume or assessment questionnaire regarding education or degrees MUST be supported by submitting with your application official or unofficial transcripts or a list of courses, grades earned, completion dates, and quarter and semester hours earned issued from your school. While unofficial transcripts are acceptable for initial application, an official transcript will ultimately be required if you are selected for the position. You may submit a copy your degree(s) if specific coursework does not have to be verified.

**Are you a veteran claiming 5-point veterans' preference or claiming sole survivorship preference?** You must submit a copy of your latest DD-214 Certificate of Release or Discharge from Active Duty (any copy that shows all dates of service, as well as character of service [Honorable, General, etc.] is acceptable) OR a VA letter that shows dates of service or service connected disability AND character of service. If you have more than one DD-214 for multiple periods of active duty service, submit a copy for each period of service. If you were issued a DD-215 to amend aforementioned information on the DD-214 you must submit that too. If you are not sure of your preference eligibility, visit the Department of Labor's website: [Veterans' Preference Advisor](https://webapps.dol.gov/elaws/vets/vetpref/mservice.htm) (<https://webapps.dol.gov/elaws/vets/vetpref/mservice.htm>)

**Are you a disabled veteran or claiming 10-point veterans' preference?**

If you are eligible to claim 10 point veterans preference you must submit a DD-214 Certificate of Release or Discharge from Active Duty as described above for 5-point preference.

You must also provide the applicable supporting documentation of your disability (e.g. disability letter from the VA) as described on Standard Form-15 (SF-15). [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf))

**Are you an active duty service member?** Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).

Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents contain personal information such as SSN and DOB and some documents such as military orders and marriage certificates may contain personal information for someone



other than you. You may sanitize these documents to remove said personal information before you submit your application. You must provide an un-sanitized version of the documents if you are selected.

## If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

Click the Apply Online button to create an account or log in to your existing USAJOBS account.

To apply for this position, you must provide a complete Application Package which includes:

1. Complete resume with relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.
2. Complete assessment questionnaire. For a quick preview of the assessment questionnaire click here: <https://apply.usastaffing.gov/ViewQuestionnaire/11616150>  
(<https://apply.usastaffing.gov/ViewQuestionnaire/11616150>)
3. Supporting documentation

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

Your complete application (resume, assessment questionnaire, and all supporting documents) must be received by 11:59 pm Eastern Standard Time (EST) on 09/02/2022. Applications received after 09/02/2022 will generally result in an ineligible rating and loss of consideration. If more than one resume is received, only the last resume received and processed will be reviewed.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: <https://mydon.usajobs.gov/Account/Login>  
(<https://mydon.usajobs.gov/Account/Login>)

select Application Status, and click on the more information link under the application status for this position. Your uploaded documents may take several hours to clear the virus scan process so please plan appropriately.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

It is the applicant's responsibility to verify that all information in their resume and documents are legible and accurate. HR will not modify answers/documents submitted by an applicant.

## Agency contact information

### Department of Navy EIC

#### Email

[doneic@us.navy.mil](mailto:doneic@us.navy.mil)  
(mailto:doneic@us.navy.mil)

[Learn more about this agency](#)  
(#agency-modal-trigger)

#### Address

COMMANDER NAVY REGION EUROPE  
PSC 817 Box 108  
FPO, AE 09622-0108  
US

## Next steps

When the application process is complete, your complete application (resume, assessment questionnaire, and all supporting documents) will be reviewed to determine if you meet the hiring eligibility and qualification requirements for which you requested consideration. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability related to the job requirements.

Generally, only best qualified candidates will be referred to the hiring manager. Sometimes well qualified and minimally qualified candidates are referred. Occasionally, candidates eligible for priority consideration are referred, and no other candidates are referred.

The hiring manager may choose to conduct interviews.

You will be notified of our rating and referral decision. If you are referred, you will be notified when a hiring decision is made.

NOTE: Due to COVID19, if you have any questions or need assistance, please email the DON Employment Information Center at [DONEIC@us.navy.mil](mailto:DONEIC@us.navy.mil)

# Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[//Help/equal-employment-opportunity/](#)

[Financial suitability](#)

[//Help/working-in-government/fair-and-transparent/financial-suitability/](#)

[New employee probationary period](#)

[//Help/working-in-government/fair-and-transparent/probationary-period/](#)

[Privacy Act](#)

[//Help/working-in-government/fair-and-transparent/privacy-act/](#)

[Reasonable accommodation policy](#)

[//Help/reasonable-accommodation/](#)

[Selective Service](#)

[//Help/working-in-government/fair-and-transparent/selective-service/](#)

[Signature and false statements](#)

[//Help/working-in-government/fair-and-transparent/signature-false-statements/](#)

[Social security number request](#)

[//Help/working-in-government/fair-and-transparent/social-security-number/](#)